

TREASURER'S NOTEBOOK



*Developed for the
Fall Leadership Connections Conference*

Missouri TSA

CHAPTER LEDGER (example)

Period: Start Date 9/2/97 End Date: 5/25/98

[illegible]

CHAPTER LEDGER

Period: Start Date _____ End Date _____

[illegible]

Sample Chapter Budget

MIDDLETOWN TSA CHAPTER

Chapter Budget

Fiscal Year 1998

INCOME

Balance from FY-1997				\$886.00
Membership (students)	140 members@	\$10.00		\$1400.00
Membership (professional)	3 members@	\$12.00		\$36.00
Fall Fund-raiser				\$4740.00
Spring Fund-raiser				\$695.00
Contribution for speaker				\$100.00
School Support				<u>\$800.00</u>
Total Income				\$8657.00

EXPENSES

District, State & National Dues				
Membership (students)	140 x \$10.00	\$1400.00		
Membership (professional)	3 x \$12.00	<u>\$36.00</u>		
	Total	\$1436.00		\$1436.00
Fund-raiser				
Fall Fund-raiser		\$2844.00		
Spring Fund-raiser		<u>\$417.00</u>		
	Total	\$3261.00		\$3261.00
Community Service				
Toy Repair Project		\$125.00		
Needy Families		<u>\$75.00</u>		
	Total	\$200.00		\$200.00
Membership Promotion				
New Video		\$20.00		
Poster Supplies		\$25.00		
Snacks for Recruiting Meeting		<u>\$35.00</u>		
	Total	\$80.00		\$80.00
Professional Development				
Buss for Field Trip		\$45.00		
Travel Exp. (State Officer)		\$50.00		
Workshop Refreshments		\$12.00		
Honorarium & Plaque (Guest Speaker)		\$115.00		
Professional Development Program Awards		<u>\$25.00</u>		
	Total	\$247.00		\$247.00

Public Relations			
Materials (Parade Float)	\$200.00		
Printing (Newsletter)	\$50.00		
Booth Rental (Community Night)	<u>\$25.00</u>		
	Total	\$275.00	\$275.00
Chapter Leadership Conference			
Registration	\$48.00		
Transportation	<u>\$45.00</u>		
	Total	\$93.00	\$93.00
State Leadership Connections Conference			
Registration	\$200.00		
Transportation	\$150.00		
Lodging	<u>\$236.00</u>		
	Total	\$586.00	\$586.00
District Leadership & Career Development Conference			
Registration	\$324.00		
Transportation	<u>\$75.00</u>		
	Total	\$399.00	\$399.00
State Leadership & Career Development Conference			
Registration	\$396.00		
Transportation	\$225.00		
Lodging	<u>\$472.00</u>		
	Total	\$1093.00	\$1093.00
Balance to FY1999			<u>\$987.00</u>
	Total Expenses		\$8657.00

CHAPTER BUDGET WORKSHEET (example)

Middletown TSA

(Chapter Name)

Fiscal Year 1998

(Date)

		Income	Expenses
Balance on hand from Fiscal Year <u>1997</u> (Date)		\$ 886.00	
Income			
1. Membership Dues (No.) <u>140</u> @ \$10.00	\$ 1400.00	\$ 1400.00	
2. Membership Dues (No.) <u>3</u> @ \$12.00	\$ 36.00	\$ 36.00	
3. Fall Fundraiser	\$ 4740.00	\$ 4740.00	
4. Spring Fundraiser	\$ 695.00	\$ 695.00	
5. Contribution for speaker	\$ 100.00	\$ 100.00	
6. School Support	\$ 800.00	\$ 800.00	
Expenses			
1. Membership Dues (No.) <u>140</u> @ \$10.00	\$ 1400.00		\$ 1400.00
2. Membership Dues (No.) <u>3</u> @ \$12.00	\$ 36.00		\$ 36.00
3. Fund-raiser			
Fall Fundraiser	\$ 2844.00		\$ 2844.00
Spring Fundraiser	\$ 417.00		\$ 417.00
4. Community Service	\$ 200.00		\$ 200.00
5. Membership Promotion	\$ 80.00		\$ 80.00
6. Professional Development	\$ 247.00		\$ 247.00
Chapter Leadership Conference	\$ 93.00		\$ 93.00
State Leadership Connections Conference	\$ 586.00		\$ 586.00
7 Public Relations	\$ 275.00		\$ 275.00
8. District Leadership & Skills Conference	\$ 399.00		\$ 399.00
9. State Leadership & Skills Conference	\$ 1093.00		\$ 1093.00
Balance on hand for Fiscal Year <u>1999</u> (Date)			\$ 987.00
Totals		\$8657.00	\$ 8657.00

CHAPTER BUDGET WORKSHEET

Fiscal Year _____
(Date)

		Income	Expenses
Balance on hand from Fiscal Year _____ (Date)		\$	
Income			
1. Membership Dues (No.) ____ @ \$10.00	\$.	\$.	
2. Membership Dues (No.) ____ @ \$12.00	\$.	\$.	
Expenses			
1. Membership Dues (No.) ____ @ \$10.00	\$.		\$.
2. Membership Dues (No.) ____ @ \$12.00	\$.		\$.
Balance on hand for Fiscal Year _____ (Date)			
Totals		\$	\$

WHAT TO INCLUDE IN A TREASURER'S REPORT

There is no action taken on the treasurer's regular meeting report. They are filed with the secretary. Usually the auditor's annual financial report is acted upon by the members. A regular meeting report from the treasurer (see sample) should include the following items:

1. Balance at the beginning of the period covered by the report.
2. Total receipts for this period.
3. Total disbursements for this period.
4. Balance on hand on the date of the report.
5. The signature of the treasurer.

Sample Treasurer's Report

MIDDLETOWN TSA CHAPTER

Treasurer's Report

September 25, 1997

Balance on hand August 25, 1997	\$26.30
--	----------------

Receipts:

Members' dues 15 @ \$10.00	\$150.00	
Receipts from Candy Sale	<u>627.50</u>	
Total	\$777.50	
		<u>777.50</u>
Total Receipts		\$803.80

Disbursements:

Dues to National TSA	\$150.00	
Candy to Hershey's Distributing	200.00	
Leadership Handbooks to Missouri TSA	66.00	
Chapter Banner to Midwest Trophy	108.00	
Fall Conference Registration Fees	<u>120.00</u>	
Total	\$644.00	
		644.00

Balance on hand September 25, 1997	<u>\$159.80</u>
---	------------------------

Total Disbursements	\$803.80
----------------------------	-----------------

Jennifer Smith, Treasurer

TREASURER'S REPORT WORKSHEET (example)

Middletown TSA Chapter

(Chapter Name)

Treasurer's Report

September 25, 1997

(Date)

Receipts

Balance on hand on <u>August 25, 1997</u> , (date)		\$ 26.30
Description		
Members' Dues 15 @ \$10.00	\$ 150.00	
Receipts from Candy Sale	627.50	
Total	\$ 777.50	
		\$ 777.50
Total Receipts		\$ 803.80

Disbursements

Description		
Dues to National TSA	\$ 150.00	
Candy to Hershey's Distributing	200.00	
Leadership Handbooks to Missouri	66.00	
Chapter Banner to Midwest Trophy	108.00	
Fall Conference Registration Fees	120.00	
Total	\$ 644.00	
		\$ 644.00
Balance on hand on <u>September 25, 1997</u> (Date)		\$ 159.80
Total Disbursements		\$ 803.80

Jennifer Smith
(Name of Treasurer)

TREASURER'S REPORT WORKSHEET

(Chapter Name)

Treasurer's Report

(Date)

Receipts

Balance on hand on _____(Date)		\$
Description	\$	
Total	\$	
		\$
Total Receipts		\$

Disbursements

Description	\$	
Total	\$	
		\$
Balance on hand on _____(Date)		\$
Total Disbursements		\$

(Name of Treasurer)